#### **DCDS** Reports

### Timekeeper Reports - F HR-304 - Warnings

**Purpose:** The Warnings report provides warnings that occurred during timesheet validation for a department, agency,

TKU and pay period end date. The minimum required data to be entered is department, agency and TKU.

**Frequency:** As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been saved, fields will be blank.

**Distribution:** The report is available to DCDS users who have been granted the appropriate security.

**Sequence:** Department, Agency, TKU

**Media:** Displayed on-line or the report may be printed.

**Retention:** Per Department Policy. Information is available on-line for one fiscal year.

**Information:** A. The Warnings screen is accessed through the Reports,  $\underline{\underline{\Gamma}}$  imekeeper,  $\underline{\underline{\Gamma}}$  - Timesheet Warnings items on the

menu.

B. The following detail is displayed:

Full Name

Social Security Number (SSN)

Hours Type

| State of Michigan |  |
|-------------------|--|
| , ,               |  |

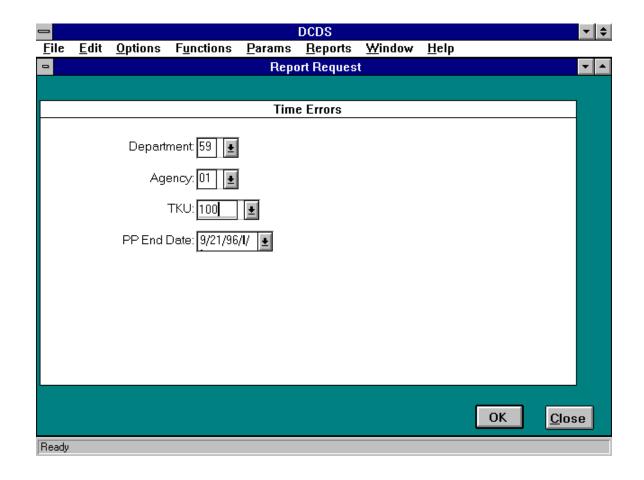
#### **DCDS** Reports

| <b>Information</b> : |
|----------------------|
| (Continued)          |

- Number (of warning message)
- Description (of warning)
- Entered By
- Date Entered
- C. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan

#### **DCDS** Reports



#### **Report Request Screen**

To display the Report Request screen for the Warnings report, select the  $\underline{R}$ eports menu item from the Menu bar and click on the  $\underline{T}$ imekeeper menu item. From the cascading menu, click on  $\underline{F}$  - Timesheet Warnings menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Timesheet Warnings Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all agencies and/or TKUs, click on **AL** from the dropdown. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

| State of Michigan |
|-------------------|
|-------------------|

Issue Date: March 26, 2001

#### **DCDS** Reports

#### **HR-304 - Timekeeper Warnings**

HR - 304MAIN HUMAN RESOURCE SYSTEM RUN DATE: 10/09/1997 07:33:09 WARNING REPORT

PAGE 1 OF 1

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION PAY PERIOD END DATE: 09/20/1997

AGENCY: 01 CENTRAL OFFICE PAY PERIOD NO: 20

TKU: 601 CLIO PROJECT OFFICE

FULL NAME HOURS TYPE NUMBER DESCRIPTION SSN

DHARIA, RAPHAEL R 590-10-2332 20010 TOTAL HOURS REPORTED DOES NOT MATCH STANDARD HOURS NA

ENTERED BY: DCDS DATE ENTERED: 09/26/1997

State of Michigan

Issue Date: March 26, 2001 Page: 4 Section 16.6: Timekeeper